

Self-Evaluation Performance Report

Employee Name

Position/Title

Department

Date

1. Key Achievements

Describe the main achievements and contributions during this evaluation period.

2. Goals Progress

Summarize progress on your goals/objectives.

3. Strengths

Identify your strengths and how they have benefited your work and team.

4. Areas for Improvement

Highlight areas you want to improve and plans for development.

5. Challenges Faced

Describe any major challenges and how you addressed them.

6. Training & Support Needed

List training, resources or support that would help your performance.

7. Additional Comments

Any other comments or feedback.